



January 16, 2016

Abbotsford Traditional Secondary School

2272 Windsor Street, Abbotsford BC V2T 6M1 Tel 604.850.7029

atss.ca

2272 Windsor St.  
Abbotsford, B.C. V2T 6M1  
604-850-7029,  
Fax: 604-850-7028



*Principal:*  
Mr. Glen Hildebrand



*Vice-Principal:*  
Mrs. Jaimie Webster

[Online Progress  
checkmyprogress.ca](http://checkmyprogress.ca)

To access up to date information on your child's progress online, please visit <https://checkmyprogress.ca> (formerly checkmyrank.com). To access information on their learning, you will need to log in with the following information:

**USER TYPE:**

Select "Student/Parent"

**SCHOOL:**

"Abbotsford Traditional Secondary"

**LAST NAME:**

Student's Last Name

**PASSWORD:**

The Password is randomly generated and teachers will provide each student with their unique password. For Login help or password resets, please contact Mr. Macphail [Andrew\\_macphail@sd.34.bc.ca](mailto:Andrew_macphail@sd.34.bc.ca) or the classroom teacher.

**Office Staff:**

Mrs. Chrissy LaJoie local: 1002  
Mrs. Sherry Reimer local: 1001  
Mrs. Karo Parkes local: 1000


**Counselor:**

Mr. Colin Abernethy local: 1107

**One-to-One program:**

Andrew Macphail local: 1120

All teacher e-mail addresses can be found on our website [www.atss.ca](http://www.atss.ca)

Follow us on   
[@https://twitter.com/abvtitans](https://twitter.com/abvtitans)

## PRINCIPAL'S MESSAGE

I would like to welcome everyone back after a unusually winter-esque Christmas Break. Everyone arrived back safely for which we are thankful. Thank-you for your patience as we have had to deal with the challenges of driving and parking in these adverse weather conditions. The district staff have worked incredibly hard to try and keep the roadways and parking lots clear and safe for you and our students.

The time is fast approaching for the end of the semester and final marks to be completed. As you may have heard we are doing the final exam week of the semester a little differently across the district than we have in the past. For the week of Jan 23 to the 27<sup>th</sup> students are required to attend all morning sessions. These sessions are organized by teachers as study sessions, enhancement sessions demonstrations of learning sessions and credit recovery sessions. The morning sessions will all be over by 11:10 in the morning. The afternoons are where our exams will be scheduled. Only the students writing an exam should be at the school for the afternoons. If either your son or daughter do not have any exams in the afternoon they are expected to be picked up by 11:30 in the morning. Please arrange for pick up as it is not helpful to have students loitering around the school with nothing to do.

We have been trying to keep you as informed as possible regarding your child's progress here at ATSS. We have again e-mailed the summary of their progress just prior to the Christmas Break . If you are not sure how they are doing please contact their teacher by e-mail to acquire their checkmyprogress password and access. The semester end will soon be here.

We have just finished our 13<sup>th</sup> annual Musical Theater Production of Cinderella. Our directing staff, Mr. Gasser, Director, Ms. Sargent, Musical Director and Mr. Laity Stage Manager along with our ATSS students have again done a fantastic job in representing the drama and musical abilities of our ATSS students. Thank-you all who supported this great venture.

We will be meeting tonight as the PAC and I will be presenting our school's growth plan to the PAC. If you are able please come our as it begins at 7 pm in the school library.

Sincerely,

Glen Hildebrand, Principal, ATSS



### ATSS Calendar

#### School Calendar 2016 - 2017

|   |                          |
|---|--------------------------|
| School Opening (1/2 day).....                   | September 6              |
| Non-Instructional Day #1 .....                  | September 23             |
| Thanksgiving Day .....                          | October 10               |
| Non-Instructional Day #2 .....                  | October 21               |
| Remembrance Day .....                           | November 11              |
| Parent/Teacher Conference Day (no school) ..... | November 24              |
| Non-Instructional Day #3 .....                  | November 25              |
| Non-Instructional Day #4 .....                  | December 5               |
| Last Day Before Christmas Break.....            | December 16              |
| Christmas Vacation .....                        | December 19 to January 2 |
| School Reopens.....                             | January 3                |
| In-school /Provincial Exams.....                | January 23 - 27          |
| Semester 1 Ends.....                            | January 27               |
| Semester 2 Begins .....                         | January 30               |
| Family Day .....                                | February 13              |
| Non-Instructional Day #5 .....                  | February 24              |
| Last day before Spring Break.....               | March 10                 |
| Spring Break.....                               | March 13-24              |
| School reopens after Spring Break.....          | March 27                 |
| Good Friday .....                               | April 14                 |
| Easter Monday .....                             | April 17                 |
| Parent-Teacher Conference Day (no school) ..... | April 27                 |
| Non-Instructional Day #6.....                   | April 28                 |
| Non-Instructional Day #7.....                   | May 19                   |
| Victoria Day .....                              | May 22                   |
| Last Day of Classes .....                       | June 21                  |
| In School/Provincial Exams.....                 | June 22 to 23 and 26-29  |
| Last day for students.....                      | June 29                  |



#### Faculty:

| Dept. Heads:    | Local     |
|-----------------|-----------|
| Colin Abernethy | 1107      |
| Grant Gasser    | 1114/1116 |
| Carlton Haak    | 3250      |
| Kim Hunt        | 5107      |
| Andrew Macphail | 3151      |
| Rebecca Toews   | 3134      |
| Tracy Wedel     | 3140      |

#### Teaching Staff

|                   |           |
|-------------------|-----------|
| Elizabeth Cousar  | 3141      |
| Brock Currie      | 3252      |
| Jim Domke         | 5164/5107 |
| Shawn Fedyna      | 3251      |
| Alexandra Howie   | 1103      |
| Joel Janzen       | 3138      |
| Stephan Kauffmann | 3238      |
| Sharon Kehoe      | 5171      |
| Ken Laity         | 5107      |
| Sandy Lane        | 3248      |
| Frank Muermann    | 3137      |
| Daniel Muller     | 3237      |
| Elizabeth Smoes   | 3136      |
| Mercedes Sargent  | 1121      |
| Olga Ulyasheva    | 3235      |

#### Learning Assistance

|                   |      |
|-------------------|------|
| Phyllis Collins   | 3135 |
| Kathie Fairclough | 3135 |
| Heidi Ens         | 3135 |
| Karen Hiebert     | 3135 |
| Denise Silzer     | 3135 |

#### Library

|               |      |
|---------------|------|
| Laurie Salter | 3152 |
|---------------|------|

#### Cafeteria

|               |      |
|---------------|------|
| Bonnie Hughes | 5169 |
| Cheryl Riffin | 5169 |

#### International Rep

|               |      |
|---------------|------|
| Karen Hiebert | 3135 |
|---------------|------|

#### Community Support

|                |      |
|----------------|------|
| Jeven Randhawa | 1110 |
|----------------|------|

Emails can be sent to all staff under:

[first\\_last@sd34.bc.ca](mailto:first_last@sd34.bc.ca)

*(Simply use that teacher's name)*

*Remember: We are on the web!*



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atss.ca

| ATSS                    | Timetable 2016/2017              |                                   |                                   |                                  |  |  |
|-------------------------|----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|--|--|
| Time                    | Monday                           | Tuesday                           | Wednesday                         | Thursday                         | Friday #1<br>Collaboration Time                              | Friday #2<br>(X Block)                                     |
| 8:05                    | Warning Bell                     | Warning Bell                      | Warning Bell                      | Warning Bell                     |  | Warning Bell   |
| 8:10-9:15<br>(65 min)   | Period 2                         | Period 4                          | Period 3                          | Period 5                         | Collaboration Time<br>(no students)<br>8:10-9:10<br>(60 min) | Period 2<br>Period 7<br>(Linear)<br>8:10-9:10<br>(60 min)  |
| 9:20-10:25<br>(65 min)  | Period 3                         | Period 5<br>Period 10<br>(Linear) | Period 4<br>Period 9<br>(Linear)  | Period 2                         | Period 2<br>Period 7<br>(Linear)<br>9:15-10:15<br>(60 min)   | Period 3<br>Period 8<br>(Linear)<br>9:15-10:15<br>(60 min) |
|                         |                                  |                                   |                                   |                                  | Homeroom<br>10:20-10:43<br>(23 Min)                          | Homeroom<br>10:20-10:46<br>(26 Min)                        |
| 10:30-11:36<br>(66 min) | Period 4                         | Period 2<br>Period 7<br>(Linear)  | Period 5                          | Period 3<br>Period 8<br>(Linear) | Period 3<br>Period 8<br>(Linear)<br>10:48-11:48<br>(60 min)  | X BLOCK<br>10:51-11:51<br>(60 min)                         |
| 11:36-12:15<br>(44 min) | Lunch                            | Lunch                             | Lunch                             | Lunch                            | Lunch<br>11:48-12:25<br>(42 Min)                             | Lunch<br>11:51-12:25<br>(39 Min)                           |
| 12:20-1:25<br>(65 min)  | Period 4<br>Period 9<br>(Linear) | Period 2                          | Period 5<br>Period 10<br>(Linear) | Period 3                         | Period 4<br>Period 9<br>(Linear)<br>12:30-1:30<br>(60 min)   | Period 4<br>Period 9<br>(Linear)<br>12:30-1:30<br>(60 min) |
| 1:30-2:35<br>(65 min)   | Period 5                         | Period 3<br>Period 8<br>(Linear)  | Period 2<br>Period 7<br>(Linear)  | Period 4                         | Period 5<br>Period 10<br>(Linear)<br>1:35-2:35<br>(60 min)   | Period 5<br>Period 10<br>(Linear)<br>1:35-2:35<br>(60 min) |

## Don't Forget!

If you know your child is away from school with your permission, please ensure that you contact the school office to inform us.

To excuse for a late, we must hear from a parent by 10:30am.

You can do so by phoning the office at 604-850-7029





### UPCOMING EVENTS

- X-Block 9/4 ----- Fri, Jan. 20
- Exam Week ----- Jan. 23 - 27
- End of Semester 1 ----- Fri, Jan. 27
- Semester 2 Begins ----- Mon, Jan. 30
- Collaboration Day ----- Fri, Feb. 3
- X-Block 10/5 ----- Fri, Feb. 10
- Family Day ----- Mon, Feb. 13

### STUDY HALL IS NOW IN SESSION!



Students who find themselves behind in their work or in need of extra time may soon be asked to take advantage of the opportunity to improve and succeed at our lunchtime Study Hall. Students can be referred by their classroom teachers to attend in room 236 on Tuesdays, Wednesdays, or Thursdays during lunch to complete missing assignments, study for exams, work on projects, or receive basic extra assistance on work in progress. See Mrs. Webster for more information.



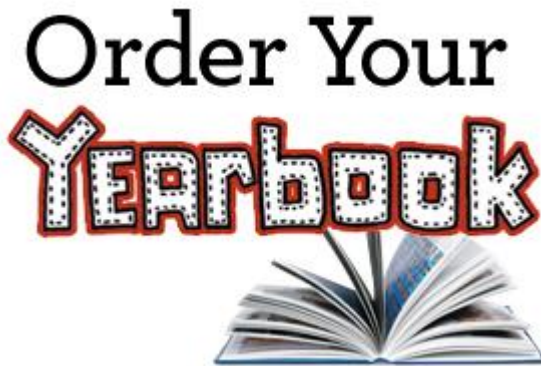
*Congratulations to the cast and crew of*



# Cinderella

*This production was outstanding! Thank you for all of your hard work. Also, a huge thank you to all who supported our students by purchasing tickets.*





**Final day to order your yearbook!**

Order yours today!

Last day to purchase them is February 14<sup>th</sup>

**PURCHASE ONLINE THRU SCHOOLCASH**

**OR**

**THE SCHOOL OFFICE FOR \$55**

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## Assessment Week: January 23–27, 2017

All students **must be in attendance each morning during assessment week**. Students will be assigned to two Extended Learning Opportunity (ELO) sessions each morning (these sessions are listed on our website) where attendance will be taken. Exams will be written in the afternoons, starting at 12:00, and only those students with exams are to be here. Because our busses will be running on the regular schedule, **families are asked to make alternate arrangements to have students picked up at 11:10** (if there are no exams). In order to preserve the integrity of quiet exam time, it is important that students leave the school if they are not writing exams. If you have any questions, please do not hesitate to contact your child's teachers or administration.



|  |            | Monday, Jan 23   | Tuesday, Jan 24   | Wednesday, Jan 25  | Thursday, Jan 26  | Friday, Jan 27   |
|--|------------|--|---|--|---|--|
| Students MUST attend each day 8:10-11:10   | 8:10-8:20  | Homeroom   | Homeroom  | Homeroom   | Homeroom  | Homeroom   |
|  | 8:25-9:45  | <b>ELO Session 1</b><br>Period 2 priority  | <b>ENGLISH 12 PROVINCIAL 9:00-12:00 (1)</b><br>-----<br><b>ELO Session 1</b><br>Period 3 priority   | <b>ELO Session 1</b><br>Period 4 priority  | <b>ELO Session 1</b><br>Period 5 priority   | <b>ELO Session 1 HOMEROOMS</b><br><br>-Grade 9-TOKTW<br>-English 10- literacy<br>-English 11<br>Presentation of Learning<br>-Gr 12 GT  |
|  | 9:50-11:10 | <b>ELO Session 2</b><br>Period 7 priority  | <b>ELO Session 2</b><br>Period 8 priority   | <b>ELO Session 2</b><br>Period 9 priority  | <b>ELO Session 2</b><br>Period 10 priority  | <b>Awards assembly</b>   |
| Lunch 11:10-11:55  |            |  |   |  |   |  |
| Students only need to attend if they are writing exams they write or to see teachers for help. | 12:00-2:30 | <b>French 9 (2)</b><br><b>Socials 10 (1)</b><br><b>French 10 (1)</b><br><b>French 11 (1)</b><br><b>Physics 11 (1)</b><br><b>History 12 (1)</b> | <b>English 9 (2)</b><br><b>English 10 (2)</b><br><b>Math 11P-Cal (1)</b><br><b>Math 11 P-Cal PAP (1)</b><br><b>Spanish 11 (1)</b><br><b>Intro Span 11 (1)</b><br><b>Math 12 P-Cal (1)</b> | <b>Socials 9 (2)</b><br><b>Science 10 (3)</b><br><b>Earth Sci 11 (1)</b><br><b>Biology 11 (1)</b><br><b>Chem 11 (1)</b><br><b>Biology 12 (2)</b> | <b>Science 9 (2)</b><br><b>Math 10 (1)</b><br><b>Math 10 PAP (1)</b><br><b>Socials 11 (2)</b><br><b>Chem 12 (1)</b> | <b>Math 9 (2)</b><br><br>-Conflicts<br>-Marking<br>-Report cards<br>-Credit recovery<br>-Student self-assessment<br>-Extension opportunities<br>-Department exams<br>-Demonstrations of learning (PBL) |

**Students MUST be in attendance each day 8:10-11:10**



# January Exam Schedule

| Date: <b>Monday, January 23, 2017</b>  |                              |                |             |                   |                   |
|--|------------------------------|----------------|-------------|-------------------|-------------------|
| <u>Time</u>                            | <u>Exam</u>                  | <u>Teacher</u> | <u>Room</u> | <u>Supervisor</u> | <u># students</u> |
| 12:00-2:30                             | <b>French 9</b>              | Wedel          | C240        | Currie            | 25                |
|  | <b>French 9</b>              | Cousar         | C236        | Domke             | 20                |
|  | <b>Socials 10</b>            | Muermann       | C141        | Cousar            | 29                |
|  | <b>French 10</b>             | Wedel          | C137        | Fedyna            | 30                |
|  | <b>French 11</b>             | Wedel          | S114        | Gasser            | 18                |
|  | <b>Physics 11</b>            | Fedyna         | C237        | Haak              | 29                |
|  | <b>History 12</b>            | Muermann       | C234        | Hunt              | 24                |
| Date: <b>Tuesday, January 24, 2017</b> |                              |                |             |                   |                   |
| <u>Time</u>                            | <u>Exam</u>                  | <u>Teacher</u> | <u>Room</u> | <u>Supervisor</u> | <u># students</u> |
| 9:00-12:00                             | <b>English 12 PROVINCIAL</b> |                | C240        | Janzen            | 23                |
|  |                              |                |             | Laity             |                   |
| 12:00-2:30                             | <b>Eng 9</b>                 | Cousar         | C238        | Kauffman          | 25                |
|  | <b>Eng 9</b>                 | Smoes          | C240        | Kehoe             | 30                |
|  | <b>English 10</b>            | Toews          | C137        | Lane              | 29                |
|  | <b>English 10</b>            | Smoes          | C141        | Howie             | 30                |
|  | <b>Math 11 P-Cal</b>         | Muller         | C237        | Macphail          | 30                |
|  | <b>Math 11 P-Cal PAP</b>     | Muller         | C235        | Muermann          | 30                |
|  | <b>Math 12 P-Cal</b>         | Gasser         | S114        | Smoes             | 29                |
|  | <b>Spanish 11</b>            | Ulyasheva      | C134        | Toews             | 16                |
|  | <b>Intro Span 11</b>         | Ulyasheva      | C237        | Muller            | 27                |





# January Exam Schedule

| <b>Wednesday, January 25, 2017</b>      |                     |                |             |                   |                   |
|---|---------------------|----------------|-------------|-------------------|-------------------|
| <u>Time</u>                             | <u>Exam</u>         | <u>Teacher</u> | <u>Room</u> | <u>Supervisor</u> | <u># students</u> |
| 12:00-2:30                              | <b>Socials 9</b>    | Lane (2)       | C136        | Hunt              | 30                |
|   | <b>Socials 9</b>    | Lane (4)       | C140        | Wedel             | 30                |
|   |                     |                |             |                   |                   |
|   | <b>Science 10</b>   | Fedyna         | C236        | Fedyna            | 25                |
|   | <b>Science 10</b>   | Haak (4)       | C240        | Currie            | 24                |
|   | <b>Science 10</b>   | Haak (5)       | C237        | Domke             | 29                |
|   |                     |                |             |                   |                   |
|   | <b>Earth Sci 11</b> | Janzen         | S114        | Gasser            | 30                |
|   |                     |                |             |                   |                   |
|   | <b>Biology 11</b>   | Currie         | C138        | Janzen            | 22                |
|   |                     |                |             |                   |                   |
|   | <b>Chem 11</b>      | Haak           | C235        | Ulyasheva         | 29                |
|   |                     |                |             |                   |                   |
|   | <b>Biology 12</b>   | Currie (4)     | C141        | Cousar            | 30                |
|   | <b>Biology 12</b>   | Currie (5)     | C137        | Kauffman          | 29                |
| <b>Date: Thursday, January 26, 2017</b> |                     |                |             |                   |                   |
| <u>Time</u>                             | <u>Exam</u>         | <u>Teacher</u> | <u>Room</u> | <u>Supervisor</u> | <u># students</u> |
| 12:00-2:30                              | <b>Science 9</b>    | Janzen         | C235        | Kehoe             | 30                |
|   | <b>Science 9</b>    | Kauffman       | C237        | Laity             | 30                |
|   |                     |                |             |                   |                   |
|   | <b>Math 10</b>      | Kauffman       | C240        | Howie             | 18                |
|   | <b>Math 10 PAP</b>  | Muller         | C137        | Muermann          | 30                |
|   |                     |                |             |                   |                   |
|   | <b>Socials 11</b>   | Janzen (2)     | C134        | Haak              | 22                |
|   | <b>Socials 11</b>   | Janzen (3)     | C136        | Macphail          | 30                |
|   |                     |                |             |                   |                   |
|   | <b>Chemistry 12</b> | Macphail       | C248        | Lane              | 14                |
| <b>Date: Friday, January 27, 2017</b>   |                     |                |             |                   |                   |
| 12:00-2:30                              | <b>Math 9</b>       | Hunt           | C235        | Ulyasheva         | 27                |
|   | <b>Math 9</b>       | Gasser         | C237        | Muller            | 30                |



### Student OF THE MONTH

**September**..... Tanawin Nantawinyoo  
**October** .....Manjot Sandhu  
**November** ..... Jasleen Dhaliwal  
**December** ..... Jasan Mann  
**January**  
**February**  
**March**  
**April**  
**May**  
**June**

### ATHLEE OF THE MONTH

**September** .....Caleb Byun  
**October** .....Erik Quach  
**November**.....Tyler Gill  
**December**.....Sachleen Rai  
**January**  
**February**  
**March**  
**April**  
**May**  
**June**

**NOW AVAILABLE**

Make online payments with  
**SchoolCashOnline**

- ✓ Field trips
- ✓ Sports Events
- ✓ Activity Fees

Register at [abbotsford.schoolcashonline.com](http://abbotsford.schoolcashonline.com)

**KEVGROUP**  
School Cash Simplified

**Pay your student fees!**

Any students with amounts owing will be receiving a monthly statement. These fees are best paid online thru our School Cash website. If you have never used this method before, please use the guidelines on the following pages as a helpful tool to walk you thru. Any questions? Don't hesitate to contact Sherry Reimer in the office.



### SchoolCashOnline

For safety and efficiency reasons, Abbotsford School District would like to reduce the amount of cash & cheques coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE: If you require assistance, select the GET HELP option in the top right hand corner of the screen.**

#### Step 1: Register

- a) If you have not registered, please go to the School Cash Online home page <https://abbotsford.schoolcashonline.com> and select the "Get Started Today" option.
- b) Complete each of the three Registration Steps  
\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.



#### Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



#### Step 3: Find Student

*Note: Student Number is Not Required*

This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Name & Birth Date
- d) Select **Continue**
- e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- f) Your child has been added to your account

#### Find Student

##### School Information

School Board Name: School Board 1575  
 Looking for a student in a different school board?

School Name: Eagle High School

##### Student Information

Do you have the student number?

Student Number:

First Name:

Last Name:

Birth Date:   
Date format: mm/dd/yyyy

**Continue** (No students? [Click here](#))

#### Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.

**Register for SchoolCash Online following these 4 simple steps!**



### ਸਕੂਲ ਕੈਸ਼ ਆਨਲਾਇਨ

ਸੁਰੱਖਿਆ ਅਤੇ ਕੁਸ਼ਲਤਾ ਕਾਰਨ ਕਰਕੇ ਐਬਟਸਫੋਰਡ ਸਕੂਲ ਡਿਸਟਰਿਕਟ ਸਕੂਲਾਂ ਵਿੱਚ ਆ ਰਹੇ ਕੈਸ਼ ਅਤੇ ਚੈਕਾਂ ਦਾ ਗਿਣਤੀ ਘਟਾਉਣੀ ਚਾਹੁੰਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਉਹਨਾਂ ਮਾਪਿਆਂ ਦੀ ਗਿਣਤੀ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਵੋ ਜੋ ਪਿਹਲਾ ਹੀ ਰਜਿਸਟਰ ਕਰ ਚੁੱਕੇ ਹਨ ਤੇ ਆਨਲਾਇਨ ਪੇਮਨਟ ਸੇਵਾ ਦਾ ਲਾਭ ਉਠਾ ਰਹੇ ਹਨ। ਰਜਿਸਟਰ ਕਰਨ ਨੂੰ ਸਿਰਫ 5 ਮਿੰਟ ਲਗਦੇ ਹਨ। ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਦਿੱਤੇ ਨਿਰਦੇਸ਼ ਦੀ ਪਾਲਣਾ ਕਰੋ ਤਾਂਕਿ ਤੁਸੀਂ ਆਪਣੇ ਬੱਚਿਆਂ ਸਬੰਧੀ ਚੱਲ ਰਹੀਆਂ ਗਤੀਵਿਧਿਆਂ ਬਾਰੇ ਈ-ਮੇਲ ਪ੍ਰਾਪਤ ਕਰ ਸਕੋ।

ਸੂਚਨਾ: ਜੇ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੋਵੇ ਤਾਂ ਸੱਜੇ ਪਾਸੇ ਉੱਪਰ ਦਿੱਤੇ 'GET HELP' ਉਪਸ਼ਨ ਦੀ ਚੋਣ ਕਰੋ।

#### ਪਿਹਲਾ ਕਦਮ : ਰਜਿਸਟਰ

- ੳ) ਜੇਕਰ ਤੁਸੀਂ ਪਿਹਲਾ ਰਜਿਸਟਰ ਨਹੀਂ ਕੀਤਾ ਹੈ ਤਾਂ ਸਕੂਲ ਕੈਸ਼ ਆਨਲਾਇਨ ਵੈਬਸਾਈਟ ਦੇ ਪਿਹਲੇ ਪੰਨੇ <https://abbotsford.schoolcashionline.com> ਤੇ ਜਾਓ ਅਤੇ "Get Started Today" ਆਪਸ਼ਨ ਚੁਣੋ।
- ਅ) ਰਜਿਸਟਰ ਕਿਰਿਆ ਦੇ ਤਿੰਨਾਂ ਕਦਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰੋ।  
\*ਸੁਰੱਖਿਆ ਕਾਰਨ ਕਰਕੇ, ਪਾਸਵਰਡ ਵਿੱਚ 8 ਅੱਖਰ, ਇੱਕ ਛੋਟਾ ਅੱਖਰ, ਇੱਕ ਵੱਡਾ ਅੱਖਰ ਅਤੇ ਇੱਕ ਨੰਬਰ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ।

#### ਦੂਜਾ ਕਦਮ : ਈ-ਮੇਲ ਪੁਸ਼ਟੀ

ਤੁਹਾਨੂੰ ਪੁਸ਼ਟੀ ਲਈ ਇੱਕ ਈ-ਮੇਲ ਭੇਜੀ ਜਾਵੇਗੀ। ਆਪਣਾ ਐਡਰੈਸ ਅਤੇ ਸਕੂਲ ਕੈਸ਼ ਆਨਲਾਇਨ ਖਾਤਾ ਪੁਸ਼ਟੀ ਕਰਨ ਲਈ ਈ-ਮੇਲ ਵਿੱਚ ਦਿੱਤੇ ਗਏ ਲਿੰਕ ਤੇ ਕਲਿਕ ਕਰੋ।  
ਦਿੱਤਾ ਹੋਇਆ ਲਿੰਕ ਤੁਹਾਨੂੰ ਸਕੂਲ ਕੈਸ਼ ਆਨਲਾਇਨ ਵੈਬਸਾਈਟ ਤੇ ਲੈ ਜਾਏਗਾ ਅਤੇ ਖਾਤੇ ਵਿੱਚ ਸਾਇਨ ਇਨ ਕਰਨ ਲਈ ਪੁਛੇਗਾ। ਸਾਇਨ ਇਨ ਕਰਨ ਲਈ ਆਪਣੀ ਹੁਣੇ ਬਣਾਈ ਈ-ਮੇਲ ਅਤੇ ਪਾਸਵਰਡ ਭਰੋ।

#### ਤੀਜਾ ਕਦਮ : ਵਿਦਿਆਰਥੀ ਲੱਭੋ

- ਸੂਚਨਾ: ਵਿਦਿਆਰਥੀ ਖਾਤਾ ਨੰਬਰ ਦੀ ਲੋੜ ਨਹੀਂ ਹੈ।  
ਇਹ ਕਦਮ ਤੁਹਾਡੇ ਬੱਚੇ ਨੂੰ ਤੁਹਾਡੇ ਖਾਤੇ ਨਾਲ ਜੋੜੇਗਾ।
- ੳ) ਸਕੂਲ ਬੋਰਡ ਦਾ ਨਾਮ ਭਰੋ।
  - ਅ) ਸਕੂਲ ਦਾ ਨਾਮ ਭਰੋ।
  - ੲ) ਆਪਣੇ ਬੱਚੇ ਦਾ ਨਾਮ ਅਤੇ ਜਨਮ ਤਰੀਕ ਭਰੋ।
  - ਸ) ਕੰਨਟੀਨਿਊ ਚੁਣੋ।
  - ਹ) ਅਗਲੇ ਪੰਨੇ ਤੇ ਪੁਸ਼ਟੀ ਕਰੋ ਕਿ ਤੁਸੀਂ ਬੱਚੇ ਨਾਲ ਤਾਲੁਕ ਰੱਖਦੇ ਹੋ, ਸਹਿਮਤੀ ਡਿੱਬੇ ਵਿੱਚ ਕਲਿਕ ਕਰੋ ਅਤੇ ਕੰਨਟੀਨਿਊ ਚੁਣੋ।
  - ਕ) ਤੁਹਾਡਾ ਬੱਚਾ ਤੁਹਾਡੇ ਖਾਤੇ ਵਿੱਚ ਦਰਜ ਹੋ ਚੁਕਾ ਹੈ।

#### ਚੌਥਾ ਕਦਮ : ਖਾਤਾ ਵੇਖੋ ਜਾਂ ਹੋਰ ਵਿਦਿਆਰਥੀ ਦਰਜ ਕਰੋ

ਜੇਕਰ ਤੁਹਾਡਾ ਕੋਈ ਹੋਰ ਬੱਚਾ ਹੈ ਤਾਂ "Add Another Student" ਆਪਸ਼ਨ ਚੁਣੋ ਅਤੇ ਉਪਰਲੇ ਕਦਮ ਦਹੁਰਾਓ। ਇੱਕ ਮਾਪੇ ਦੇ ਖਾਤੇ ਵਿੱਚ 5 ਬੱਚੇ ਦਰਜ ਕੀਤੇ ਜਾ ਸਕਦੇ ਹਨ।  
ਜੇਕਰ ਤੁਸੀਂ ਹੋਰ ਬੱਚਾ ਦਰਜ ਨਹੀਂ ਕਰਨਾ ਚਹੁੰਦੇ ਤਾਂ "View Items For Students" ਚੁਣੋ।  
ਖਰੀਦਣ ਯੋਗ ਸਾਮਾਨ ਦੀ ਇੱਕ ਸੂਚੀ ਵਿਖਾਈ ਜਾਵੇਗੀ।